



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

METROWEST YMCA

Make a difference in your career and in the community!

At the MetroWest YMCA, our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you! **Competitive pay and benefits! Pay up to \$25 per hour based upon experience!** Equal Opportunity Employer.

TALENT ACQUISITION SPECIALIST/HR ADMINISTRATOR

- **Salary: Up to \$25.00 per hour**
- Paid Time Off
- MetroWest YMCA Household Membership
- Health, Dental, Vision, Long Term Disability, Life Insurance
- 10% YMCA Paid Retirement Plan
- Membership/Program/Early Learning Center Discounts
- Employee Assistance Program
- Paid Professional Development opportunities

This is an exciting opportunity for a full time partially remote experienced Talent Acquisition Specialist/HR Administrator in our Ashland office to have direct impact by sourcing and hiring talented individuals who want to join a top non-profit organization. We seek candidates who are driven by matching talented people with the right opportunities. We also seek someone experienced with HR administration responsibilities. We are committed to building and fostering a diverse and inclusive staff community and we seek candidates who share our commitment. We work in a team-oriented environment and focus on providing opportunities for work-life balance!

Essential Responsibilities

- Works closely with the Director of Human Resources and hiring directors to understand staffing needs and develop proactive, innovative sourcing/recruitment strategies to attract and retain top talent. Post and communicate job opportunities on jobs boards and social media.
- Drives the recruiting process including sourcing, screening, and advising in the selection of final candidates. May assist with the negotiation of offers.

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- Develops and executes proactive, innovative, cost-effective recruitment/sourcing strategy to develop a diverse pool of qualified applicants for vacancies.
- Develops, enters and maintains current, accurate and consistent information into an applicant tracking system, including but not limited to job posting content, applicant tracking and response, anecdotal information, and other required data.
- Provides reporting on current recruitment status by position to Director of Human Resources, other executive leadership, and hiring directors on a regular basis.
- Operates with a sense of urgency and provides guidance on recruiting issues.
- Works with Director of Human Resources, Payroll Manager, hiring directors and new employees to ensure that required paperwork is completed and employees are onboarded efficiently and timely.
- Advises staff on questions surrounding HR onboarding and recruitment policies, processes, and practices.
- May be involved in developing and assisting with new employee orientation.
- Travel locally within the MetroWest Massachusetts area on occasion to meet with hiring directors, external recruiting contacts, attend job/career events, etc. Some meetings can be conducted virtually.
- Handle HR administrative responsibilities such as answering emails and calls from staff, employee files and compliance, and involvement with employee appreciation and recognition programs.
- Other duties as assigned, such as assistance with volunteer process and administration, employee referral program, and employee handbook updates.

Requirements

- High school diploma or GED. Human Resources certificate, or undergraduate degree in Human Resources or Business preferred.
- A minimum of 4 years' work experience in Talent Acquisition and Human Resources administration.
- Work requires ability to produce written communications including correspondence, employment postings, processes, and policies.
- Ability to perform basic math calculations, and adept at building Excel tables and formulas.
- Experienced in Word, Adobe, PowerPoint, and Outlook.
- Experienced with job boards and posting job opportunities on social media (indeed, LinkedIn, Facebook, idealist.org, hireculture, etc.).
- Working knowledge of Human Resources policy and procedures.
- Working knowledge of Employment Law practices.
- Must be highly skilled in generating reports, organization, scheduling and/or coordinating events, interpersonal (written and verbal) communication.
- Must be flexible, have excellent time management work habits, able to prioritize multiple tasks, and be able to meet tight deadlines.
- Ability to travel within the local area (no overnight travel).
- Have a strong work ethic and be able to work independently or in a team environment.
- Ability to develop positive working relationships with employees at different levels of the organization.
- Be able to build and maintain community, business and college relationships.
- Experienced with decision-making, problem-solving, and analytical skills.
- Experienced with being detail-oriented.
- High degree of professionalism and excellent customer service aptitude.

Bilingual candidates encouraged to apply. Equal Opportunity Employer

To apply, please submit a cover letter and resume to
employment@metrowestymca.org